



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR:

### ANIMAL CONTROL OFFICER

\$1,609.04 - \$1,689.46 - \$1,773.93 - \$1,862.66 - \$1,955.78

(Bi-Weekly Salary)

**Final Filing Date: Friday, September 30, 2016, by 5:00 p.m.**

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Animal Control Officer position vacancy is in the **Animal Control Division of the Police Department**.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Animal Control Officer classification or in similar classifications.*

**Position:** Under general supervision, to perform a variety of duties involved in enforcing City, County, and State laws governing the care and keeping of animals in the City; and to impound, care for, and dispose of domestic and wild animals as appropriate.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** One (1) year animal handling and care experience is desirable.

**Training:** Equivalent to the completion of the twelfth grade.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to noise, outdoors, confining work space, and chemicals; ability to travel to different sites and locations. Ability to euthanize both healthy and sick/injured animals as deemed necessary.

**Stand By Duty:** Must be able to perform stand by duties as required.

**License & Certificate:** Possession of a valid California driver's license.

Possession of, or ability to obtain, a valid Penal Code 832 certificate.

**Examples of Duties:** Patrols City and County streets and roads; searches for stray dogs and other domestic animals and livestock. Enforces City, County, and State animal control laws; explains ordinance relating to the care and keeping of animals to the public; issues citations for violations of animal control ordinances. Investigates animal bites; quarantines suspected rabid animals; processes specimens and send to lab; conducts rabies vaccination clinics. Impounds, quarantines, and disposes of animals as appropriate; transports animals to the City shelter; transports injured animals to a veterinarian for treatment. Destroys and disposes of designated animals. Assists in preparing for and conducting rabies clinics. Maintains animal shelter and surrounding grounds. Investigates reports or complaints of dogs, cats, or other animals creating nuisances and take appropriate action; investigates reports of animal abuse. Receives lost and found animal reports; assists visitors in locating missing pets. Processes adoption of pets at the animal shelter. Appears in court when necessary during cases involving violations of animal regulations. Performs general office duties; answers telephone calls; provides information and explain procedures; types letters and correspondence; files rabies certificates and other documents. Follows up on delinquent or pending dog licenses; sells dog licenses to dog owners. Picks up deceased animals from City streets and vet clinics. Prepares and maintains a variety of records and reports. Responds to emergency calls while off duty. Perform related duties and responsibilities as assigned.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 x24**. Applications must be received in the Human Resources Division Office **by 5:00 p.m. on, Friday, September 30th, 2016**. May download application: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a psychological evaluation, physical, drug screen, background and fingerprints.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

**Group Insurance:** Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increase to 15 days per year after 3 years, increase to 20 days after 7 years, increase to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 Plan and Roth Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** August 9, 2016